

5 FAH-2 H-240 OUTGOING TELEGRAM TEXT

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-241 HANDLING INSTRUCTIONS

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. Handling instructions are captions, attention indicators or passing instructions that route and restrict telegram delivery to specific offices or individuals. Handling instructions appear between the addressees and E.O. 12958. Incorrect formatting can cause delivery delays or nondelivery to the intended office, so drafters should take special care to follow the format rules for handling instructions. See 5 FAH-2 H-252 for information on using handling instructions on telegrams addressed to the Department; see 5 FAH-2 H-440 for a complete list and definitions of the various types of handling instructions.

b. Only official handling instructions authorized by the Main State Messaging Center (IRM/OPS/MSO/MSMC) may be used. Messages originated by Washington and field posts of USIA, AID and Peace Corps may bear dissemination captions outlined in USIA's Memorandum Of Agreement, AID's Modus Operandi and Peace Corps' Correspondence Manual, respectively.

5 FAH-2 H-241.1 Captions

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

Captions appear one blank line below the telegraphic addressees and before attention indicators or passing instructions. Single-word captions are typed with no spaces between the letters. Spaces are used between words if a caption contains more than one word. Do not spell out the full meaning of a caption such as EXCLUSIVE DISTRIBUTION for EXDIS, STATE DISTRIBUTION for STADIS, etc.

5 FAH-2 H-241.2 Attention Indicators, Passing Instructions

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

Attention indicators and passing instructions appear one blank line after the caption (if used) and one blank line above E.O. 12958. Discrete entries

should be separated by commas, in the order of: office designation, ONLY, individual's name.

5 FAH-2 H-241.3 Referencing and Classifying Telegrams With Captions

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Telegram drafters should use captions appropriate to the sensitivity and dissemination requirements of the information. When assigning these captions, drafters should consider references to earlier messages that contained captions. Citing a reference to an earlier message containing a caption does not automatically necessitate using the same caption.

5 FAH-2 H-242 E.O. 12958 AND DECLASSIFICATION EXCEPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. All Department Message Reference Number (MRN) series telegrams (i.e., non-military) must include declassification instructions in accordance with Executive Order 12958, "Classified National Security Information," which governs the classification, declassification and safeguarding of official U.S. Government documents and the handling of foreign government information.

b. The E.O. 12958 line appears one blank line after the last handling instruction (caption, attention indicator or passing instruction) or one blank line after the last addressee if no handling instructions are used. Type "E.O. 12958:" and insert after the colon either N/A (not applicable) if the telegram is unclassified or DECL: and a specific date for when the telegram will be declassified, an event less than 10 years from the original classification or an exception defined in section 1.6 of the Order. Leave two spaces after each colon. Example: "E.O. 12958: DECL: 10/06/2000." Example: "E.O. 12958: DECL: End of Conference."

c. Classified information will be automatically declassified after 10 years, unless the topic concerns one of the exceptions listed in section 1.6 of the order and repeated below:

- (1) intelligence;
- (2) weapons of mass destruction;
- (3) U.S. weapons systems;
- (4) U.S. military plans;

- (5) foreign government information;
- (6) damage to U.S. foreign relations or ongoing diplomatic activities;
- (7) protection of the President, Vice President and other officials for whom protection is authorized; and
- (8) violation of a statute, treaty, or international agreement.

d. When citing an exception on the E.O. line in a telegram, the information is written as in the following example: X1 refers to the first exception listed in section 1.6. Example: "E.O. 12958: DECL: 1.6 X1."

5 FAH-2 H-243 TRAFFIC ANALYSIS BY GEOGRAPHY AND SUBJECT (TAGS)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. TAGS is a Department filing convention used to facilitate the dissemination, archiving and retrieval of record traffic to and from the Department's centralized files. TAGS acronyms are programmed into telegraphic processors to sort telegrams for dissemination. Drafters must assign TAGS to all Department MRN series telegrams, except those captioned ADM AID, AIDAC, TOPEC or USIA.

b. The TAGS line appears directly below E.O. 12958. Type "TAGS:" and list each TAGS acronym in capital letters; separate each from the previous by a comma and space. The most relevant subject TAGS acronym appears first, followed in descending order by other subject TAGS, "K" TAGS and geographic TAGS. A complete list of TAGS and instructions to be used are contained in 5 FAH-3 *TAGS/Terms Handbook*.

5 FAH-2 H-244 SUBJECT

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Drafters must include a subject line that in a few key words describes the contents of the telegram. The subject line can include a specific Subject Term from 5 FAH-3, if applicable. The subject line appears directly below the TAGS line. Type "SUBJECT:" two spaces and the subject information.

5 FAH-2 H-245 REFERENCES

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The reference line appears one blank line after the subject line. Here drafters cite previous telegrams, facsimile messages, electronic mail or telephone conversations dealing with the same subject as the current telegram to provide context and background to addressees. Type "REF:" two spaces and list the Message Reference Numbers (MRNs), PLADs and date-time group (DTG) of the referenced telegram; other identifiers for other types of correspondence. When citing multiple references, type A), B), etc., before each and separate each reference by a comma and a space.

b. If a reference dates to a prior year, write the last two digits of the year, a space, and the MRN, i.e., 95 STATE 12345. If a reference was transmitted to some, but not all the addressees listed in the addressee block, type "(NOTAL)" after the reference to alert addressees that they may not have received the NOTAL reference.

5 FAH-2 H-246 ADDITIONAL CLASSIFICATION INFORMATION

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. E.O. 12958 requires that each classified telegram includes the name and position of the original classification authority (usually the approving officer), the reason for the classification and an explicit declassification date. The reason for the classification refers to specific paragraphs in section 1.5 of the order itself. See 5 FAH-1 H-131 Exhibit H-131. This information should be written as free form text, separated from the references (or subject line if no references are present) by a blank line.

b. Classified telegrams must include a citation for one of the classification categories below as a reason for classifying the telegram:

- (a) military plans, operations;
- (b) foreign government information;
- (c) intelligence activities;
- (d) foreign relations, including confidential sources;
- (e) scientific, economic, technological matters relating to national security;

(f) Government programs for safeguarding nuclear materials or facilities; and

(g) national security plans and systems.

c. If the telegram contains foreign government information, mark the telegram to indicate the source government and classification level. If the identity of the source government must be protected, mark the pertinent paragraph "FGI" and C, S or TS for the classification level. Contact A/RPS/IPS (Information Programs and Services) for more information about how to mark telegrams containing foreign government information.

5 FAH-2 H-247 TELEGRAM SUMMARY

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

All Department telegrams over three pages must include a summary paragraph that highlights the contents of the telegram. The summary paragraph appears one blank line after the declassification instructions, reference line or subject line, depending upon the telegram. The summary paragraph is not numbered. The summary begins with the word "SUMMARY" and ends with the words "END SUMMARY." If the telegram is classified, the summary paragraph must be marked with the appropriate classification U, C, S or TS.

5 FAH-2 H-248 BODY

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. The body of the telegram appears one blank line after the summary paragraph, declassification instructions, reference or subject line. The body consists of the developed message or report. If the body contains more than one paragraph, the drafter should number the paragraphs for ease of citing specific paragraphs. If the telegram is classified, each paragraph must be marked U, C, S or TS.

b. Short quotations can be indicated by quotation marks, but drafters should demarcate longer direct quotes by typing QUOTE.....UNQUOTE at the beginning and end of the quotation.

5 FAH-2 H-249 SIGNATURE, END-OF-MESSAGE MARKER

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Every outgoing paper telegram at posts must end with the end-of-message marker, ##. All outgoing telegrams except those drafted by the Defense Attaché Office (DAO) or United States Information Agency (USIA) must include the name of the chief of mission or the Chargé d'Affaires before the end-of-message marker.

b. If an outgoing paper telegram with an incorrect end-of-message marker (or no marker) is fed into the OCR, followed by a telegram with the correct end-of-message marker, two separate telegrams can be transmitted as a single message to the addressees listed on the first telegram. The processor reads the first outgoing telegram and considers all subsequent text up to the ## one message. If the second telegram has a limiting distribution caption, the error can result in the inadvertent dissemination of sensitive information.

c. In the example above, if the second telegram contains classification markings, the telegraphic processor will display prompts concerning the inconsistency in classification. Operators should carefully heed all prompts and take appropriate action in clearing errors.

d. The easiest way to avoid problems caused by incorrect end-of-message markers is to inspect outgoing telegrams for errors and return to the drafter any incorrectly prepared telegram.